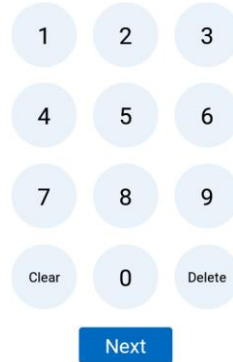
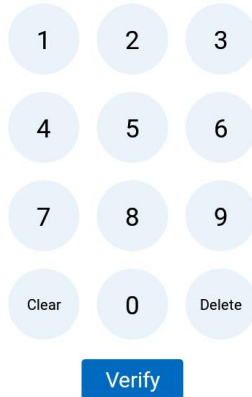


KinderSign – How to Backdate Transactions

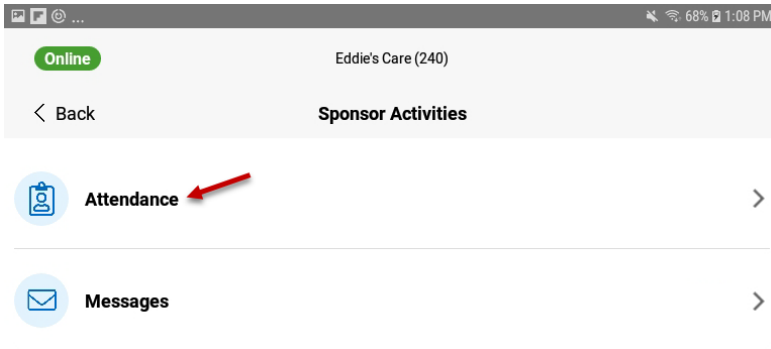
A Use the keypad to enter your 10-digit telephone number. Tap **Next**.



B Enter your 4-digit **PIN** and tap **Verify**.

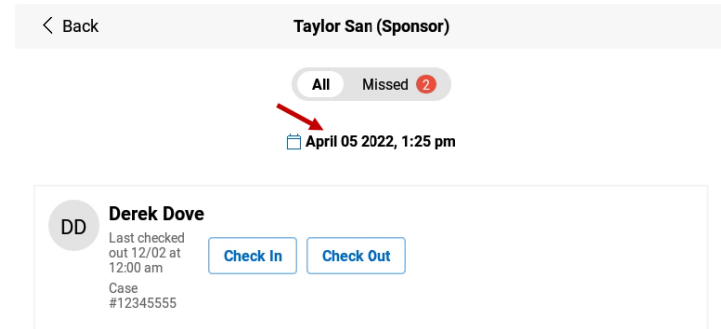


C From the **Activities** screen, tap **Attendance**.

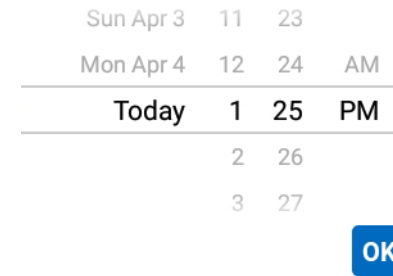


D Tap **Authenticate** to snap a photo and proceed to the check-in screen.

E Tap on the **Date** to open the calendar.



F Slide up or down to select desired **Date**. Slide over the **Hour** and **Minutes** to adjust the desired time. Select the time of the day by sliding to **AM** or **PM**. Press **OK**. Note: The changed past/date time will display in **red**.



G You can now tap to make your selection (**Check In**, **Check Out**). Once all attendance has been entered, tap **Submit**.

H KinderSign returns to the telephone keypad and is ready for you to login using your telephone number and **PIN**.